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ABSTRACT

The report describes the planning and implementation of a 12 month longitudinal approach to establishing linkages between agencies serving the vocational needs of handicapped persons in New Jersey. Plans called for a statewide workshop with regional leaders followed by regional workshops with local leaders. Planning steps included selection of workshop participants and locations. Highlights of the statewide conference are presented along with information on followup. Brief evaluation comments cite project weaknesses (such as need for attracting more participants from agencies other than the public schools) and strengths (including the use of group leaders and recorders to facilitate discussion). Sample agendas and lists of participants are appended. (CL)

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COORDINATION OF VOCATIONAL SERVICES FOR THE HANDICAPPED

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1981

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PREFACE

In recent years society has made great technological strides in the development of special accommodations, treatment, and equipment for individuals with handicaps. As more people realize the potential of those who are less fortunate, and the unnecessary discriminations toward them as they try to meet their personal needs, attitudes are gradually changing about their role in society and their potential in the world of work.

At the same time, the professionals who are responsible for helping handicapped individuals overcome their limitations realize that the sophistication of the treatments available, specialization in the field, and the costs associated with the provision of services are expanding at an amazing rate. Consequently, many people in the field are seeking ways to join forces in order to furnish their clients with the wide array of services on the market today.

The endeavors to create linkages between agencies have taken various forms. Some approaches have been quite successful, while others have been disappointing. Basically the objectives of these efforts have been to offer an opportunity for agencies to become aware of each others' programs and to establish a communication network. In turn, then, these linkages can provide referrals for handicapped clients to the services appropriate to their personal need.

Due to the complexity of the systems through which the services for the handicapped are rendered, linkage projects are often faced with a choice between two demands. On the one hand, the meetings must bring together those who are in decision making and leadership positions, but, on the other hand, the professionals who actually are responsible for delivering the services must

be made knowledgeable about one another's activities. Linkages at one level in the system may not insure coordinated efforts or awareness at another level.

Therefore, the challenge in planning a program to establish relationships between agencies and between professionals must guarantee a continuum of linkages from the decision making/leadership level to the delivery level. With this in mind, the workshop described in this report was designed.

INTRODUCTION

The 1980-81 Program Planning Committee of the New Jersey Association of Vocational Education Special Needs Personnel (NJAVESNP) had committed itself to holding on May 12, 1981, a workshop concerning the needs of the handicapped. In selecting a program, the committee decided to promote the concept regarding linkages between agencies at all levels of service responsibility to handicapped individuals. After two meetings, the committee concluded that discussion about cooperative efforts was not sufficient, but that doing something to actually form linkages was needed.

Two models for a linkage workshop evolved. One model was to select one or two geographic areas in the state and then to try to involve all of the professionals in the area(s) in a workshop, while the second model was to invite management representatives to a statewide workshop that would promote the importance of linkages at all levels. Obviously, the first option would immediately meet the desired objective to create connections at all levels, but only in two geographic regions of a small, but heavily populated, state. The second model would allow total state coverage, but in a superficial manner, since a statewide workshop involving only management could not develop intimate relationships at all levels.

The committee then decided that, in order to accomplish the goal to promote linkages at all levels on a statewide basis, the model had to compromise with time. As a result, a longitudinal effort to be conducted over a 12-month period was agreed upon. The program would be an ambitious undertaking which would begin with a statewide workshop with regional leaders followed by regional workshops with local leaders.

With this program outline the committee had to accept the fact that the statewide effort would not be 100 percent successful for all geographic areas, but that there was a better than average chance of creating multiple cooperative efforts in more than just two geographic areas. Establishment of such an attitude by the people who would be asked to participate in the program was critical. Thus the effort had to become a "movement" with a challenge to keep it going.

PLANNING

The plans for creating linkages at all levels essentially called for two phases. The first phase involved a statewide meeting comprised of regional leaders responsible for and/or concerned about services for the handicapped. The second phase called for follow-up regional workshops. This report concerns the activities associated with the first phase, although numerous references related to the second phase are made.

The first decision for the committee regarded the participants in the statewide conference. It was determined that the people to be included in the first phase had to be leaders from the geographic region in selected professional areas. Thus, the people attending could not be left to chance, but had to be targeted. As a result, invitations were to be sent to representatives from the following fields: vocational education, special education, vocational rehabilitation, CETA, business and industry, guidance, and parents of handicapped individuals. Using this approach, the committee hoped to attract not only representatives from agencies that provide professional services, but also people associated with the problems of handicapped persons.

The second assignment for the committee was to define "geographic regions." Since New Jersey has four Educational Improvement Centers (EIC) that serve the needs of educators and others in four geographic regions of the state and have physical facilities in these four regions, the committee decided to use these EIC areas as the regional areas. This established four areas known as: Northest, Northwest, Central, and Southern. The counties in each of these regions are:

Northeast: Bergen, Essex, Hudson, Union

Northwest: Hunderdon, Morris, Passaic, Somerset
Sussex, Warren

Central: Burlington, Mercer, Middlesex, Monmouth, Ocean

Southern: Camden, Cape May, Cumberland, Atlantic, Gloucester, Salem

The use of the EIC regions combined counties which are not only adjacent to each other, but also have similar problems. As the same time the regions offered a breakdown of counties into four groups that are really quite different from each other. One region is composed of counties that are very urban and another region is largely suburban, with yet another being primarily rural. In addition, one region is heavily populated and in a small area, while others are very large and less populated.

The committee then had to design a program that would provide an opportunity for the area representatives to get together in their respective groups for the promotion of follow-up regional workshops. Thus, the committee decided the statewide conference had to be activity oriented with regional group meetings. In order to accomplish this, a program was designed whereby information had to be collected and shared, and forward plans for follow-up workshops had to be developed. As a result, a Pre-Conference Form (Appendix A) was prepared. This form provided a list of services desirable for people with handicaps to each representative to determine (1) if their agency offered these services to their clients or clients of other agencies, (2) if their clients received the services from other agencies, or (3) if the services were not available to their clients.

The pre-conference form was set up to exhibit not only the available services in each region, which are listed in the directory at the end of this monograph, but also to indicate those services for which potential linkages exist as well as those services not available. The pre-conference form obviously would be filed only by those who planned to attend the conference and who would

be willing to volunteer the information. The creation of a directory from this information would hopefully inspire others to make known their services for future regional directories, which would be encouraged via the follow-up workshops. Thus, an initial directory was planned for more of a "model" than a "working" directory.

After the pre-conference form was prepared, the committee prepared an instrument to compile and exhibit the collected information to the participants in the small group meetings. This information had to be presented at the statewide conference in such a manner that a forward plan for a follow-up workshop could be developed in a short period of time. For this purpose a Conference Summary Form, as shown in Appendix B, was developed. The first column of the summary form indicates those services not available in the region, while the second column points to those services not readily available, or, in other words, offered by very few agencies. At the same time, the summary forms were to show services for which cooperative efforts were made or were possible and/or if a service was readily available through most agencies. This summary form then had to lead to a forward plan.

For the forward plan the regional groups had to concentrate on those services shown on the summary form as not available or not readily available. In order to accomplish this, another form, called the Forward Plan for Regional Conference (see Appendix C), was prepared for each regional group to use in their meeting at the conference. The hopes were for the regional groups to establish tasks to be addressed at a follow-up workshop that would promote ways to make more services available to more people through local linkages between agencies, through identifying agencies in the region that offer services designated "not available" by those present, or through activities to have non-existent services added to the region. Since the

regions were diverse in nature, with different degrees of sophistication regarding linkage activities, the specific tasks for the follow-up workshops were expected to vary in nature from plans to collect data to plans to offer future conferences at the county level or sub-regional level. Therefore the form for the forward plan was not highly specific.

The follow-up regional workshops were planned to be the responsiblity of NJAVESNP through the people involved in the conference. As a result the committee needed to identify a group leader and a recorder for each region. The group leader was to be responsible for assisting the regional group in formulating a plan for a follow-up workshop via tasks to be accomplished at the workshop. The recorder would be needed to present the summary of the information collected on the pre-conference forms at the group meeting, take notes on the discussion, and file the forward plan at the end of the statewide conference. The committee decided the leader and recorder should be members of NJAVESNP and from within the region with which they would work. A meeting with the leaders and recorders prior to the workshop was planned so that the forms and objectives would be understood.

The final step in the planning stage was to determine how to identify the agency representatives in each region. After listing several approaches, the committee then moved into the implementation phase whereby contacts and arrangements were made. A proposed schedule of activities was prepared as shown in Figure 1, in order to exhibit the follow-through required to achieve the final objective. A format (see Appendix D) was prepared to specify the order of events in relation to the forms and time lines.

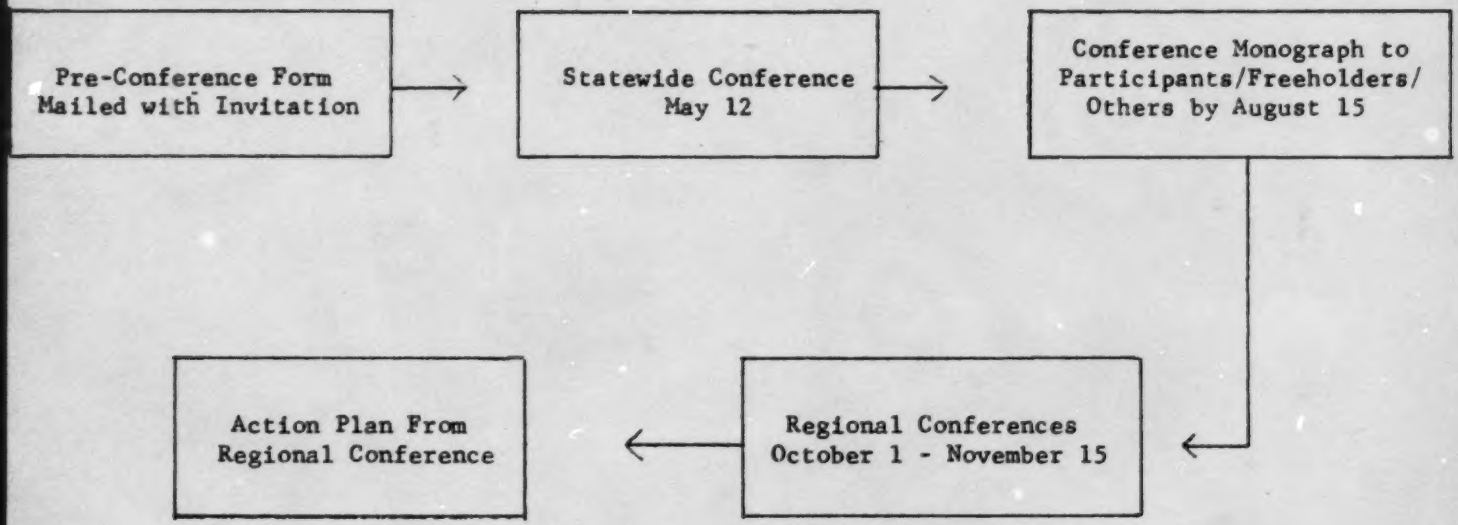
Pre-Conference Form Mailed with Invitation
Statewide Conference May 12
Conference Monograph to Participants/Freeholders/ Others by August 15
Regional Conferences October 1 - November 15
Action Plan From Regional Conference

Figure 1. Proposed Schedule for Program

IMPLEMENTATION

Several activities were undertaken to implement the plans for the workshop. These can be grouped into the following areas: selection of the site to hold the workshop; invitation to vendors to exhibit their products; selection and invitation to participate; selection of presenters, groups leaders, and recorders.

The planning committee identified several locations for the workshop, and, after a site visit, decided the Busch Campus Center of Rutgers University in Piscataway, NJ, would be an ideal location. It should be mentioned the Center is barrier free and has excellent dining and small group meeting facilities. The Center also has a large lounge area which provided for arrangement of tables for vendors' exhibits. The committee invited three vendors of vocational assessment and training materials to display their products: Edu-Systems, Inc., JEVS, and Mind, Inc. All three vendors exhibited and, in addition, made a substantial financial contribution which helped to cover part of the costs of the workshop.

The identification and selection of participants for the workshop proved to be more difficult than was originally expected. The committee wanted to make sure there would be representation from a broad spectrum of agencies providing services to the handicapped from all four EIC regions of the state. It was felt one way to do this would be to ask the County Career Education Coordinator in each county to identify a representative from each agency providing services to the handicapped in their county. Accordingly the Coordinators were approached and asked to submit their selections on a form (Appendix E) to the committee.

A review of the returned forms indicated there was a heavy emphasis on educators. The committee then took the liberty to expand upon the selections

of the County Career Education Coordinators to the best of their ability. Persons on this expanded list, plus the original list of selections were invited to attend the workshop. The invitation included a covering letter (Appendix F), a flyer (Appendix G) which included an agenda overview, and the Pre-Conference form. It should be mentioned that the NJ Occupational/ Consumer Resource Center (EIC Central's Edison Program) played a major role in helping the committee to handle the details of the workshop, such as mailing of invitations, overseeing registration, and arranging for the luncheon.

The planning committee felt it would be helpful for the participants to hear about existing and proposed models for coordinating vocational services to the handicapped, in order to stimulate their thinking for the regional group sessions. Accordingly, invitations were extended to Mr. Arthur Rittmaster, founder of the Association for the Advancement of the Mentally Handicapped, to present a proposed model of a delivery system for service to the handicapped entitled, "County Human Service Authority (Appendix H); and to Ms. Ina White, Coordinator NJ Model Linkage Project, to talk about NJ efforts to develop a vocational model for linking agencies serving the handicapped. Even though the NJ Model Linkage Project (Appendix I) was less than a year old and incomplete at this time, it was felt a presentation at the workshop would be an excellent method to disseminate the findings of the project and to encourage others to coordinate services for the handicapped.

To provide leadership and direction for the four EIC-regional group sessions, the planning committee selected a group leader and a recorder for each group, (Appendix J). Efforts were made to select persons who had general knowledge about the resources of the region, and who also had skills in leading small group sessions. In order to help the group leaders and recorders to

understand their duties, an orientation meeting was held for them several days prior to the workshop. The orientation (using Appendix D) included, information on the background and purpose of the workshop, proposed program, and responsibilities of the group leader and recorder.

Plans to summarize the activities of the workshop included reports from each of the four EIC-regional groups and a summary of the entire workshop activities. Group leaders were asked to report on the discussions and any plans for future activity that took place within their perspective regional groups.

Dr. Lloyd Tindall, Project Director for the National Project on "Vocational Education Models for Linking Agencies Serving the Handicapped," at the University of Wisconsin, was invited to the workshop and asked to summarize the proceedings of the day.

PROCEEDINGS

Conferees heard introductory and welcoming remarks by representatives of NJAVESNP, Division of Vocational Education and Career Preparation, Bureau of Special Education, and Division of Vocational Rehabilitation, NJ Department of Education, and the Department of Labor and Industry. Subsequently, linkage models were discussed by A. Rittmaster, President, Association for the Advancement of Mentally Handicapped, and Ina White, Project Coordinator, "The New Jersey Model Linkage Project." (See Agenda, Appendix K).

Following the prefacing remarks, the participants received procedural instructions from Dr. C. William Garner.

The remainder of our workshop will be devoted to a conscious attempt to establish linkages between agencies (public and private) serving handicapped individuals. These linkages must be made in order to maximize the benefits available to those individuals who need the services provided. In other words we have invited people to our workshop today for two purposes: (1) the sharing of knowledge or information with each other and (2) a hope to start a movement to link agencies together. For the second objective we need the help of everyone here. We realize our goal to include the four regions in the state is very idealistic, but if we can be successful in one region then the risk of being too idealistic is worth it.

Let me briefly explan our process plan. This morning will concentrate on getting to know each other as well as completing the pre-conference form. After lunch the leader will work with you to establish a plan of action for each region. This plan should be related to the needs of the region as indicated in the last column of the pre-conference form.

After the small group sessions, we will return to this room for the leaders to be a five-minute report on the plan of action. NJAVESNP then hopes to follow up with regional conferences directed toward the suggested plan of action with the help of those present here today in order to continue our linkage movement. For example, what services are needed for the handicapped, or are inservice efforts needed, should a PR program be coordinated for all agencies, etc. In order to support the continuation of our movement, Dr. L. Jay Thornton (also from Rutgers) and I will prepare a written report on this conference which will include a compliation of the other information given in the pre-conference form. We will mail this monograph to those present here today as well as other people whom you might suggest or whom we feel are interested.

So this is a start.

I would now like to break into the small group sessions. The regions will meet in the following rooms.

Subsequently, the conference participants met in small group sessions according to EIC region. Each group discussed the problems peculiar to their respective areas, then prepared a synthesis of the problems and forward plans. The substance of these plans is reported below.

EIC Northeast

Emphasis of discussion during the small group session was focused on (1) linking advocacy groups with services available from the Division of Vocational Rehabilitation Services (DVRS), and (2) program completers' placement and follow-up services.

Key Points:

* Appropriate point of referral to DVRS.
* Parental and advocacy acceptance of DVRS services.
* High School and DVRS communication.
* Support services for Vo-Tech High Schools.
* Lack of post high school employment services.
* Socialization requirements for occupational survival.
* There is need for more than a paper program--social contact must be included.

Conclusion: Information regarding services for the handicapped is not reaching the parents or school administration and personnel. Consequently, the EIC Northeast's forward plan emphasis was to generate more through information dissemination by utilizing the office of each conference participant as locus of coordinating efforts.

EIC Northwest

This group identified three specific priority tasks and listed plans to accomplish the identified tasks.

1. Establish more counseling services, including those regarding family, personal, and career.

   * Substantiate need.

   * Mobilize resources.

   * Identify courses for parents.

   * Career counseling mandates in curriculums.

   * Identify opportunities for employment.

2. Employer Sensitizing.

   * Establish advisory resource from industry.

   * Invite employer into agency or program.

   * Service clubs (including handicapped persons and industry people).

3. Work Adjustment

   * Peer groups--supportive job club

   * "Halfway houses".

   * Pursuit of responsibility with each client.

EIC Central

The Central small group session resulted in a statement summarizing the sessions:

A major concern or problem as expressed by all group participants was a lack of trained personnel in the area of vocational programming and transitional programming from school to work after graduation.

It was said that some local districts are using their coordinator for cooperative industrial education programs for input into the vocational component of the I.E.P. and to make recommendations for vocational placements. But this approach was considered inadequate because most coordinators or vocational instructors in general do not understand individual learning disabilities and form judgments based on normal educational techniques and strategies.

The second concern was the lack of post-secondary vocational training programs for handicapped. It was a general concensus that often a handicapped individual is not prepared for or ready for vocational training until they are ready to leave school. Therefore, the need for post-secondary

education is essential. Also mentioned was the compounded problem of the LEP/handicapped child and the total lack of service available to meet their needs.

A suggestion to this problem was that post-secondary programs be regionalized for handicapped and LEP clients. This could be done by selecting the districts with the best vocational facilities for the development of programs, then provide transportation to those facilities.

This would insure good program facilities, a better opportunity to find trained/skilled staff and a more comprehensive program offering.

The following are areas of need and could be addressed in a follow-up conference.

1. the development of programs which prepare handicapped for work.

   a. sources of technical assistance.

   b. methods of developing realistic work training sites.

   c. approaches or strategies for program planning and development to prepare handicapped for entry into county vocational schools.

2. Career goals are lacking or non-existant in handicapped.

   a. development and implementation of normalization programs through cooperative inter-agency efforts.

   b. Career counseling methods and techniques K - 12 for the severely handicapped.

3. Awareness & Public Relations

   a. approach to job site establishment and placement for handicapped; resources available, methods/approaches that work.

   b. inservicing strategies and techniques for employers, vocational education, special educators, agencies.

   c. development of central or regional center for the discrimination of information and availability of resources and services.

EIC South

The participants of these regionally oriented sessions reported three concerns which could be inhibiting services: (1) funding; (2) inter-agency communication and rapport; (3) regionalization of services. For each concern,

the group classified specific tasks:

1. Funding

   * Transportation to job locations

   * Shop training programs

   * Continuation of services beyond age 21

   * Jobs

2. Interagency Communication and Rapport

   * Linkages with various agencies

   * In-service activities for interagency communication

   * EIC coordination of information

3. Regionalization of Services

   * Accommodate shifts in population

   * Programmatic reorganization

   * More direct services to Vocational Education by county agencies

CONFERENCE FOLLOW-UP

Within three weeks of the statewide conference, the planning committee met to make the necessary preparations for the follow-up regional workshops. After a review of the conference and discussion of the forward plans, the committee decided that the best move would be to take the initiative for each region.

The first decision for the committee was a reasonable schedule for the workshops. Since there would be some continuing responsibility for the central committee, the members decided to space the workshops throughout the coming academic year. The dates had to take into consideration the scheduled times for state conventions, holidays, and other workshops, as well as winter season when travel would be a potential problem, particularly for the northern regions. As a result of these deliberations, the committee set the following dates:

October 15, 1981 - Northwest Region
November 5, 1981 - Northeast Region
February 4, 1982 - Southern Region
February 25, 1982 - Central Region

The next concern for the program planners was to devise an approach to commence the activities in each region. This blueprint had to assure a continuity of the forward plan set forth for each region at the statewide conference, as well as to make certain there would be some semblance of similarity between regions. In addition, these regional events had to be focused on the basic objective, which was to continue the linkages into the local community.

In order to address the perceived needs for the regional follow-ups, one of the committee members (Dean Garwood) volunteered to assume the responsibility to act as the convenor for each of the workshops. This would allow for the sequential strategy desired without overwhelming any regional initiative by central committee's involvement.

A design was then set forth whereby the convenor (Garwood) would meet with the person who acted as the regional group leader at the statewide conference. At this meeting, which would take place approximately three to four months prior to the date set for the workshop, the forward plan would be reviewed, and a future meeting date would be set for the group leader and Garwood to meet with leaders from within the region. At this meeting with the regional leaders, the format for the workshop and the audience to be contacted would be the major items for discussion. Again, the participants would hopefully be members of the following groups: vocational education, special education, vocational rehabilitation, CETA, business and industry, guidance, and parents of the handicapped.

One long range goal of the committee is to have the regional workshops result in more local workshops in 1982-83. Another long range aspiration of the committee is to promote a follow-up statewide conference in May, 1983, that would involve the people who have attended the linkage conferences and workshops. The purpose for the 1983 conference would be to present reports from each region, with the hope that an exchange of the activities and ideas can be shared and the spirit of the promotion of cooperative relations can be kept alive.

Another undertaking of the program committee in the follow-up phase was the preparation of the directory of services from the information gleaned from the pre-conference forms. The group decided to include the directory in the comprehensive report to be published by the end of the summer and distributed to all participants, state and regional leaders, and interested professionals.

CONCLUSION/EVALUATION

Promotion of the idea to coordinate the services for the handicapped is an endeavor that must reach all of the levels in those agencies offering assistance to people with impediments. In the project just described in detail, a longitudinal effort was designed to create linkages between the statewide management level and the local level where services are actually delivered. The greatest difficulty in such an enterprise is in the form of time. Time is required of people to put forth the effort to insure the continuation of the activities; and, time must be allowed for the series of events to take place in order to lead the project from the statewide arena to the local scene.

The first phase of the project, the statewide conference, seems to have been quite successful and all signs point to a similar experience with the follow-up workshops. However, the first phase will be truly successful only if the regional follow-ups are effective. Thus, while initial indications point to an exemplary model, a final conclusion cannot be reached until after the last regional workshop is held in 1982.

With regard to the strengths and weaknesses of the project, a brief evaluation is given below.

In relation to suggested revision of the project:

1) more emphasis should be given toward attracting people from agencies outside of the public school domain.
2) a greater lead time for mailing invitations would have been helpful whereby a follow-up, refusal of the invitation and an alternative list could have been used (however it should be noted that the spring break hampered the delivery of invitations).

3) the columns on the summary form should be reversed to match the pre-conference form.

4) the last column on the forward plan should be eliminated (resources/personnel needed) as it caused some confusion, and the priority column should be moved to the end.

5) more time should have been spent with the group leaders and recorders. One session two weeks before the conference and one-half hour the day of the conference was deveoted to explaining the process, but another meeting before the conference would have been quite useful.

In relation to the strengths of the project:

1) the forms and times alloted to small group sessions were quite adequate.

2) the selection of speakers from various areas was effective in setting the attitude for the small group sessions.

3) the people who responded from the group targeted were quite supportive and enthusiastic which seems to indicate that the areas targeted for inclusion were appropriate selections.

4) the careful selection of a barrier free facility was important for such a conference in order to exhibit the importance of this issue as well as to include handicapped participants in the conference.

5) the use of group leaders and recorders in regional group settings was quite effective as the discussions were not only quite invigorating but also relevant to the region.

Thus, the charge to all people who played such a commendable role in the project so far, is for them to continue to perform their part in supporting

the basic objectives of the movement. If this is the case, the project should achieve success in the coordination of vocational services for the handicapped from the management to the delivery level.

THE YEAR OF THE HANDICAPPED: WORKING TOGETHER TO IMPROVE OPPORTUNITIES

Pre-Conference Form

County _____ Name of Participant _____

Region (EIC) _____ Agency/Group Representing _____

Position _____

A V A I L A B I L I T Y

Services for the handicapped (list of ideas only)	Service provided by above named agency or group	Service provided by above named agency/group to other agencies/ groups (please list names on back of sheet)	Above mentioned agency/group offers this service and would/ could share with other agencies/ groups	Clients/students in above agency/ group receive services from another agency/group (please name)	Services needed for clients/ students
personal counseling					
family counseling					
career counseling					
career exploration					
vocational training (if offered, please list program areas on back)					
vocational assessment					
work adjustment program					
work experience or co-op					
job placement					
on-the-job training					
faculty/staff in-service training					
employer sensitization					
public awareness					
others (please list)					

THE YEAR OF THE HANDICAPPED: WORKING TOGETHER TO IMPROVE OPPORTUNITIES

CONFERENCE SUMMARY FORM

REGIONAL NEEDS ASSESSMENT

Region_____ Group Leader_____

Number of responses requested _____ Recorder_____

Number of responses received _____

Services for the handicapped (list of ideas only)	AVAILABILITY IN REGION				
	Not Available	Not Readily Available	Linkages Exist	Potential Linkages	Readily Available
personal counseling					
family counseling					
career counseling					
career exploration					
vocational training (if offered, please list program areas on back)					
vocational assessment					
work adjustment program					
work experience or co-op					
job placement					
on-the-job training					
faculty/staff in-service training					
employer sensitization					
public awareness					
others (please list)					

THE YEAR OF THE HANDICAPPED: WORKING TOGETHER TO IMPROVE OPPORTUNITIES

Region_____ Group Leader_____

Recorder_____

Forward Plan for Regional Conference

Proposed Date_____ Proposed Location_____ Participants_____

Task	Priority	Steps to Accomplish Task	Resources/Personnel Needed

Appendix D

Format for Statewide Conference

1. Participant send in pre-conference form with registration (copy enclosed).

2. Information from pre-conference form summarized prior to May 12 on regional needs assessment form (copy enclosed).

3. Copies of regional summaries for all participants on day of conference.
   a) Given to recorders for distribution in small groups.
   b) Note: In the event some people BRING the pre-conference form to the conference, the recorder should up-date his copy and then announce revised figures at the beginning of the small group meetings.
4. Small group meetings:
   a) Recorder up-dates (as per 3-b above).
   b) Leader reviews column 1 and 2 only on needs assessment form. (Not Available and Not Readily Available columns.)
   c) Discussion of needs and forward action plan (see enclosed form).
      1. List tasks to be done.
      2. Steps to accomplish tasks
      3. Resources/personnel needed
      4. Priority of tasks in view of realistic considerations
   d) Set date and potential location for regional conference in order to:
      1. report on accomplishments for region.
      2. carry through on action plan.

5. Each group leader reports back to conference as whole on their:
   a) action plan
   b) date of regional meeting
   c) suggested location of meeting
   d) names of leaders for regional conference

6. After May 12 conference:
   a) NJAVESNP will prepare post-conference report on:
      1. conference objectives and format
      2. conference activities
      3. action plans
      4. details on regional conference plans
      5. directory of services available in each regional from pre-conference form, columns (a), (b), (c), (d)
   b) NJAVESNP will distribute post-conference report to
      1. conference participants
      2. regional educational and political officials
   c) NJAVESNP will follow up with regional conferences and provide assistance as needed.

Appendix E

County Coordinator_____ County_____

Suggested persons to invite to May 12 Workshop on Coordination of Vocational Services for the Handicapped:

Area/Field	Name and Address
Vocational Education	
Special Education	
Vocational Rehabilitation	
C.E.T.A.	
Business & Industry	
Parents of Handicapped	
Guidance	
Other	

Please return by April 1, 1981 to:

Dean Garwood
Division of Vocational Education
225 West State Street
Trenton, New Jersey 08625

Appendix F

OCCUPATIONAL RESOURCE CENTER
Building 871, Plainfield Ave.
Edison, New Jersey 08817
(201) 985-7769

April 6, 1981

Dear Colleague:

Your name has been suggested as one who would be interested in participating in an invitational workshop on: Coordination of Vocational Services for the Handicapped scheduled for Tuesday, May 12, 1981 at the Rutgers University Busch Campus Center in Piscataway, New Jersey.

The focus of the workshop is to bring together persons from various disciplines and agencies representing a specific region to work in small groups on a plan that would encourage coordination and collaboration of vocational services for the handicapped in the region.

All participants will be assigned to small groups organized by Educational Improvement Center (E.I.C.) Regions.

The four E.I.C. Regions and the counties they cover are: Northeast: Bergen, Essex, Hudson, Union; Northwest: Hunterdon, Morris, Passaic, Somerset, Sussex, Warren; Central: Burlington, Mercer, Middlesex, Monmouth, Ocean; South: Camden, Cape May, Cumberland, Atlantic, Gloucester, Salem.

To facilitate the development of these plans we are asking each participant to complete a Pre-Conference Form on availability of services and return it with your pre-registration.

The pre-registration form and flyer on workshop, pre-conference form, and directions to Busch Campus are enclosed.

We are looking forward to your participation in this important conference on 'coordination of vocational services for the handicapped'.

Sincerely,

Priscilla R. Walsh
Program Manager-Edison

PRW:ck
enc.: May 12 W/S Brochure
Pre-conference Form

AGENDA OVERVIEW

9:00 a.m. Registration & Coffee

9:30 a.m. Introduction and Welcoming Remarks
- Harold Seltzer, Division of Vocational Education and Career Preparation, N.J. Department of Education.
- James Richardson, Division of School Programs, Bureau of Special Education, N.J. Department of Education.
- George Chizmadia, Division of Vocational Rehabilitation.
- Richard Smith, Governor's Grants-CETA, N.J. Department of Labor and Industry.

10:00 a.m. "An Alternative Approach to Linkage Models"
- A. Rittmaster, President, Association for the Advancement of the Mentally Handicapped.

10:30 a.m. "The New Jersey Model Linkage Project"
- Ina White, Project Coordinator.

11:00 a.m. Organization and Charge to Small Groups

11:20 a.m. Small Group Work Sessions

12:00 Buffet Luncheon
Presentation: "International Year of the Disabled Person"

1:30 p.m. Small Group Work Sessions

2:30 p.m. Summary Reports

REGISTRATION INFORMATION

To register for the conference, please complete the pre-registration form and return it with your check, P.O. or money order for $ 5.00 (made out to the NJORC-EIC/C) to:

Mrs. Priscilla R. Walsh
Program Manager-Edison
N.J. Occupational/Consumer Resource Center
Bldg. 871-Plainfield Avenue
Edison, New Jersey 08817
(201) 985-7769

Deadline for registration is May 5, 1981

DIRECTIONS TO BUSCH CAMPUS CENTER

FROM N.Y. & NO. JERSEY

N.J. Turnpike South to Exit 10, Take 287 No. to the Rt. 18 Exit. Follow blue signs to Rutgers Athletic Center. Rt. 18 East to 4th traffic light (Metlars Lane). Make left to next traffic light (Davidson Rd.) Pass Admin. Serv. Bldg. make left at Bartholomew Rd. On your right pass the bank, next is the parking lot for the Center, then the Busch Campus Center.

FROM MORRISTOWN, SOMERVILLE AREA

Take 287 So. to the Rt. 18 Exit and proceed as above.

FROM SO. JERSEY & PENNA.

N.J. Turnpike No. to Exit 9. Follow Rt. 18 West towards New Brunswick across Albany St. Bridge. Take your immediate left still following Rt. 18 West (River Rd.) Go to 2nd traffic light (Metlars Lane) make right to next traffic light (Davidson Rd.) and proceed as above.

CONFERENCE HIGHLIGHTS

Purpose:

- To present participants with models demonstrating coordination of services for the handicapped and to have participants develop models for linking agencies serving the handicapped at the county/regional level.

Appendix G

SPONSORSHIP

This conference is being co-sponsored by the New Jersey Association of Vocational Education Special Needs Personnel; N.J. Occupational/Consumer Resource Center (ECI/C's Edison Program); and the N.J. Department of Education, Division of Vocational Education and Career Preparation, Bureau of Special Programs.

COORDINATION OF VOCATIONAL SERVICES
FOR THE HANDICAPPED

TUESDAY - MAY 12, 1981

REGISTRATION REQUEST-
PLEASE PRINT OR TYPE

Name _____

Home Address _____

City/Town _____ Zip _____

Phone (Home) _____ (Bus.) _____

School/Bus. Address _____

_____

Position _____

☐ Attached is my check, P.O. or money order in the amount of $ 5.00.

Make payable to NJORC-EIC/C.

Mail to:
Mrs. Priscilla R. Walsh,
Program Manager, Edison
N.J. Occupational/Consumer
Resource Center (EIC-C's
Edison Program)
Bldg. 871 - Plainfield Avenue
Edison, New Jersey 08817

Registration requests will be accepted in order in which they are received. Attendance will be limited to 100 persons. Pre-registration deadline is May 5 1981.

(EIC/C S EDISON PROGRAM)
BLDG. 871 - PLAINFIELD AVENUE
EDISON, N.J. 08817

INVITATIONAL WORKSHOP

COORDINATION OF VOCATIONAL SERVICES FOR THE HANDICAPPED

'WORKING TOGETHER TO IMPROVE OPPORTUNITIES'

TUESDAY, MAY 12, 1981

RUTGERS UNIVERSITY
BUSCH CAMPUS CENTER
PISCATAWAY, N.J.

Appendix H

July 15, 1981

COUNTY HUMAN SERVICES AUTHORITY

1. Organize case management throughout the county into a comprehensive, all-encompassing system. It will maintain a centralized record system of all agency intake or contact structured to enable and expedite cross referral when appropriate, and thusly diminish/eliminate duplication of effort. Authority would function as one of the intake/referral agencies.
2. The centralized record system would enable determination of appropriate agency referral; additional support services as may be needed by the client; case and client follow-up for as long as needed.
3. Gather and disseminate to clients, families, agencies information about public and private programs and services offered and assist in communication with the public as through the media to achieve awareness.
4. Assist agencies in fund raising by generating funds, developing grants, seeking new and various sources of funds or resources.
5. Assist agencies in recruiting and training trustees and volunteer/para-professionals as well as developing in-service programs for staff.
6. Assist parents, families, and employers in understanding nature and potential of disabling conditions, and with enabling efforts as through counseling.
7. Assist corporations, unions, foundations, "United Way" agencies, charitable organizations and individuals in efforts to raise funds and resources for county agencies serving the handicapped.
8. Assist county, state, federal resources in establishing more efficient and effective programs and services through collaborative planning,

implementation and appraisal. Assist in the distribution/sharing of resources.

9. Assist agencies in developing and initiating new programs and services to meet the needs of the disabled citizens. The services and resources of the authority to be available to all agencies.
10. Assist community leaders in allocation and usage of facilities, programs, resources and services for enhancement of the quality of life of disabled citizens.
11. Assist in creation and initiation of employment opportunities for the disabled.
12. Assist and coordinate planning of agencies on a county-wide basis to achieve a comprehensive delivery system; including development of community residences, boarding homes, and other residential facilities to enable successful de-institutionalization and integration of the handicapped into and by the community.
13. Assist, promote and advocate laws and codes to benefit the disabled, functioning continually as an advocate for the disabled in the community, acting as a consultant to the governing body on such matters, and ombudsman for the client and residential groups.
14. To lend assistance and leadership in all areas to ensure successful life opportunities for the handicapped as contributing and functioning members of society.

Robert Shanberg

Arthur Rittmaster
269 Harrison Street
Princeton, New Jersey 08540
(609) 924-5928

HUMAN SERVICES AUTHORITY

April 15, 1981

Board of Trustees

Profile of Trustees/Directors

Members to have a demonstrated interest/involvement in the provision of services to the disabled in the county.

Members to be approved by the County Board of Chosen Freeholders.

Members of the Board would be chosen from the following elements of the county in the ratios listed to insure collegial policy establishment.

At-Large (no vested interest)	4
Freeholders	1
Representative of a local government	1
Parents/families	1
Adult disabled citizenry	1
Clergy	1
Fraternal Charitable Organizations	1
Public Human Services Agencies	1
Private Human Services Agencies	1
Business/Industry	1
Labor organizations (if extant at the county level, otherwise, advocacy organization)	1
State agencies (having operations in the county)	1
Media	1
Professional groups	
Medical	1
Legal	1
Financial	1
United Way	1
Education	1
	21

Initially members to be appointed on staggered basis of 1/3 for 1 year,1/3 for 2 years, 1/3 for 3 years, with overlapping terms of 3 years to assure continuity of appointments which will be made from a membership plan approved by the County Board of Chosen Freeholders.

Board will be a policy-making body in accordance with establishing mandate and assigned responsibilities. It will elect officers, establish operational procedures, committees and task forces as necessary to fulfill its responsibilities. Conduct will be in accordance with parlimentary procedures and existing statute.

The Executive Director will serve ex-officio. The Board may appoint others to the Board ex-officio.

PROPOSED BUDGET

April 15, 1981

Human Services Authority

County Level Potential Budget

A.	Staff		
	1. Director		$ 35,000
	2. Coordinator/Case Manager		20,000
	3. Administrative Assistant		15,000
	4. Secretary		10,000
	5. Fringe Benefits		20,000
			$ 100,000
B.	Facility		
	1. Rental - (no cost, county or regional government could make appropriate and adequate space available)		$ 10,000
	2. Office operation including furniture and equipment		
	a. Furniture	$ 4,000	
	b. Copier (lease)	3,000	
	c. Telephone	2,000	
	d. Travel and Conferences	5,000	
	e. Computer Service	5,000	
	f. Contingency	6,000	
			$ 25,000
C.	Operating Expenses		
	Various consummables, publication of reports, advertisements, and so forth		$ 30,000
D.	Annual Stipends, Trustees/Directors		$ 21,000
			$ 186,000

Appendix I

N.J. Model Linkage Project

Models for Linking Agencies Serving the Handicapped

Vocational Education Models for Linking Agencies Serving the Handicapped is a U. S. Department of Education project contracted to the Wisconsin Vocational Studies Center, University of Wisconsin covering a two year period - October 1979 to September 1981.

The objectives of the project are:

1. To identify and describe federal programs, their relationships and responsibilities to the states for serving the handicapped.

2. Report on the present status of agencies, inter-agency linkages and agreements and their responsibilities for serving the handicapped at the state level.

3. Develop models for establishing linkages and working agreements with at least three states with different structures.

4. Provide technical assistance to three states in implementing their model.

5. Develop and disseminate a resource manual and handbook to appropriate state staffs.

New Jersey was one of forty states to participate in phase one of the project by conducting a small group workshop to identify existing formal and informal agreements and to complete the project survey forms.

As a result of New Jersey's participation in phase one of the project, New Jersey was selected as one of four states (New Jersey, California, Maryland and Virginia) to participate in phase two of the National Project.

New Jersey's role in phase two of the National Project centers on developing a Linkage Model among agencies serving the Handicapped at the county and local levels. The Project awarded to the Division of Vocational Education and Career Preparation will be administered through the Occupational Resource Center of E.I.C. - Central.

Middlesex County and Gloucester County have been selected as the sites to develop and implement the model, utilizing the sub-committee on the handicapped in each of the two county career co-ordinating councils to implement the project with the assistance of a recently hired coordinator to the project.

The sub-Committee will seek inputs from:

Vocational Education
Special Education
Vocational Rehabilitation
Guidance and Counseling
C.E.T.A.

for development of linking models.

Some of the activities the sub-committees will be involved in are:

1. Identification of the population to be served

2. Identification of existing resources

3. Development of a matrix of available programs for the handicapped

4. Identification of gaps in linkage efforts

5. Establishing joint planning agreements

6. Evaluating linkage efforts

7. Evaluation of the entire service delivery system.

A workshop will be held at the end of the project to demonstrate how the project can be replicated in other counties.

For further information on the project contact: Mr. John a. Wanat, Director, Bureau of Special Programs, New Jersey State Department of Education, Division of Vocational Education and Career Preparation, 225 West State Street, Trenton, New Jersey 08625, (609) 292-5822.

Appendix J

GROUP LEADERS AND RECORDERS

EIC - NE

Leader - Dr. Rita Fass
Recorder - Ellen Kenny

EIC - NW

Leader - Robert Lombardo
Recorder - Elaine Stemmle

EIC - Central

Leader - Judi Levay
Recorder - Ernie Cole

EIC - South

Leader - Francine Grubb
Recorder - William Harvey

Lorraine Polding - Alternate Recorder

Appendix K

AGENDA OVERVIEW

9:00 a.m.	Registration and Coffee
9:30 a.m.	Introduction and Welcoming Remarks Rupert Brewster, President N.J. Association Vocational Education Special Needs Personnel Harold Seltzer, Division of Vocational Education and Career Preparation, N.J. Department of Education James Richardson, Division of School Programs, Bureau of Special Education N.J. Department of Education George Chizmadia, Division of Vocational Rehabilitation Richard Smith, Governor's Grants-CETA Department of Labor and Industry
10:00 a.m.	"An Alternative Approach to Linkage Models" A. Rittmaster, President Association for the Advancement of the Mentally Handicapped
10:30 a.m.	"The New Jersey Model Linkage Project" Ina White, Project Coordinator
11:00 a.m.	Organization and Charge to Small Groups
11:20 a.m.	Small Group Work Sessions
12:00 a.m.	Buffet Luncheon Presentation: "International Year of the Disabled Person" Richard Bernard, Governor's Committee Employment of the Handicapped Director, I.Y.D.P. Program
1:30 p.m.	Small Group Work Sessions
2:30 p.m.	Summary Report Lloyd Tindall, Project Director Model Linkage Project University of Wisconsin

DIRECTORY OF PARTICIPANTS

Central Region

Nathalie Danbury
North Brunswick

Michael DeCarlo
South Plainfield H.S.

Gail Ferraioli
ARC/Raritan Valley
North Brunswick

Dale Frey
Spotswood

Robert M. Gray
Manahawkin

Faith Jones
812 School House Lane
Brelli

Pamela Karmazsin
Middlesex County College

Judith Levay
United Way of Central Jersey

Margaret Peraldo
Raritan Valley Workshop
North Brunswick

Elton A. Price
N. J. Div. of Voc. Rehabilitation Services

J. Roberts
Edu Services

Northeast Region

Maria Carroll
45 Lackawanna Ave. Apt. 234
Wallington, NJ

Dr. Rita Fass
Fairleigh Dickinson University
Rutherford

Dr. M. Goldstein
EIC-NE
2 Babcock Place
West Orange

Pete Hosky
Fanwood School
Scotch Plains

William Jackson Jr.
Board of Education
Plainfield

Joan McNichol
MacMannis
300 Edgewood Rd.
Linden

Carmen Raghaven
Department of Human Resources
Elizabeth

Project View
North Valley Road
119 Walnell St.

Gregory A. Walters
Bergen County Voc. Schools
Route 6 and Central Ave.
Teterboro

Northwest Region

Irving Bender
Graystone Park State Hospital
Greystone Park

Martin Convey
Graystone Park State Hospital
Greystone Park

Clarence Howard
Phillipsburg H.S.
Hillcrest Blvd.
Phillipsburg

Cathy Hull
Hunterdon CETA Manpower
Admin. Bldg.
Main St.
Flemington

Robert H. Lombardo
Sussex County Vocational H.S.
Sparta

Mrs. Judy Miller
P. O. Box 73
Pompton Plains

Bonnie Pyne
P. O. Box 109
Baptistown, NJ

Leonard Ruggia
P.O. Box 251
Washington

John Sutton
One John St.
Haledon

Kent A. Terpe
Somerset County Voc. Tech.
Bridgewater

Southern Region

Lynn Brodton
Alternate School
215 South Shore Road
Marmura, NJ

Glen Earl
42 Plymouth Dr.
Cherry Hill

Dr. L. Fitz
Lower Camden County School District
White Horse Pike
New Freedom Road
Clementon, NJ

Mrs. Francine Grubb
24 Carriage Lane
Atco, NJ

Joe Kennan
Bancroft School
Haddonfield

Herman Maurer
21 Kevin Way
Marlton

Lorraine Wray
923 Ridgewood Dr.
Northfield

Jim Yorke
923 Ridgewood Dr.
Northfield

Unspecified Region

R. Bernard

R. Brewster

G. Chizmadia

J. Clark
JEVS

C. Crowley

A. Deitch
Edu Systems

A. Fotiu

B. Garner

D. Garwood

E. Getzel

J. Gugerty

W. Harvey

E. Kenny

M. Lauten

T. McNulty

G. Nelson
Mind Inc.

L. Polding

J. Richardson

A. Rittmaster

J. Roberts

R. Ruebling

H. Seltzer

J. Smith

R. Smith

L. Tindall

J. Thornton

I. White

Planning Committee

Anthony Fotui
William Garner
Dean Garwood
Michael Lauten
Thomas McNulty
Paul Mozenten
Jay Thornton

Group Leaders

Rita Fass
Francine Grubb
Judi Levay
Robert Lombardo

Group Recorders

Ernie Cole
William Harvey
Ellen Kenny
Lorraine Polding
Elaine Stemmle

Contributing Venders

EDU-SYSTEMS INC.
JEVS, VIEWS, VITAS
MIND, INC.

DIRECTORY OF SERVICES BY AGENCY

	AGENCY / SERVICES	PERSONAL COUNSELING	FAMILY COUNSELING	CAREER COUNSELING	VOCATIONAL TRAINING	VOCATIONAL ASSESSMENT	WORK ADJUSTMENT	WORK EXPERIENCE OR CO-OP	JOB PLACEMENT	ON-JOB TRAINING	FACULTY/STAFF IN-SERVICE	EMPLOYER SENSITIZATION	PUBLIC AWARENESS	OTHERS
NORTHEAST	EIC Northeast										X			
	Northern Valley Reg. High School District				X		X				X		X	
	Bergen County Vocational/Technical	X		X	X			X	X		X	X	X	
	Hudson Occupational Center	X		X	X	X	X	X	X	X	X			
	Union-Dept. of Human Resources	X		X	X		X	X	X	X				
	Union-Plainfield Board of Education	X	X	X				X	X		X			
	Union-Roselle Board of Education	X		X		X	X	X	X	X		X	X	
	Bergen-Passaic ARC	X	X		X	X	X	X	X				X	
	DVRS	X		X	X	X	X		X	X		X		
NORTHWEST	Hunterton County CETA-Manpower			X	X	X		X	X	X	X			X
	Association for Special People	X	X		X								X	X
	Greystone Park State Hospital	X	X	X		X	X	X	X		X			X
	Passaic-Paterson School							X	X					
	Somerset County Vo-Tech	X	X	X	X	X	X	X	X	X	X	X	X	

DIRECTORY OF SERVICES BY AGENCY

	AGENCY / SERVICES	PERSONAL COUNSELING	FAMILY COUNSELING	CAREER COUNSELING	VOCATIONAL TRAINING	VOCATIONAL ASSESSMENT	WORK ADJUSTMENT	WORK EXPERIENCE OR CO-OP	JOB PLACEMENT	ON-JOB TRAINING	FACULTY/STAFF IN-SERVICE	EMPLOYER SENSITIZATION	PUBLIC AWARENESS	OTHERS
N.W. Cont.	Phillipsburg H. S.	X	X	X	X	X	X	X	X	X	X			
	Warren-Abilities N.W. New Jersey, Inc.	X		X	X	X	X	X	X	X	X			
	Parent Council for the Exceptional Child of Kingwood Twp., Inc.					X							X	X
CENTRAL	NJ DVRS	X	X	X	X	X	X	X	X	X	X	X	X	
	Middlesex Cty. College											X	X	X
	United Way of Central Jersey													X
	ARC Raritan Valley	X	X								X		X	
	Raritan Valley Workshop	X	X	X	X	X	X	X	X	X	X	X	X	
	So. Plainfield H. S.	X		X		X		X	X	X				
	Cerebral Palsy of Middlesex	X	X	X	X	X							X	X
	Eden Institute				X	X		X			X		X	
	Ocean-N.J. Dept. of Education										X		X	
SOUTH	Cape May Alternative School	X	X	X	X	X	X	X	X	X	X			
	John Helmbold Ed. Center	X			X	X	X	X	X	X	X			
	Vineland Res. Center	X	X	X	X	X	X							
	Glassboro Public Schools	X	X		X		X	X	X	X	X			

SPONSORSHIP

This conference was co-sponsored by the New Jersey Association of Vocational Education Special Needs Personnel; New Jersey Occupational/ Consumer Resource Center; and the New Jersey Department of Education, Division of Vocational Education and Career Preparation, Bureau of Special Programs.